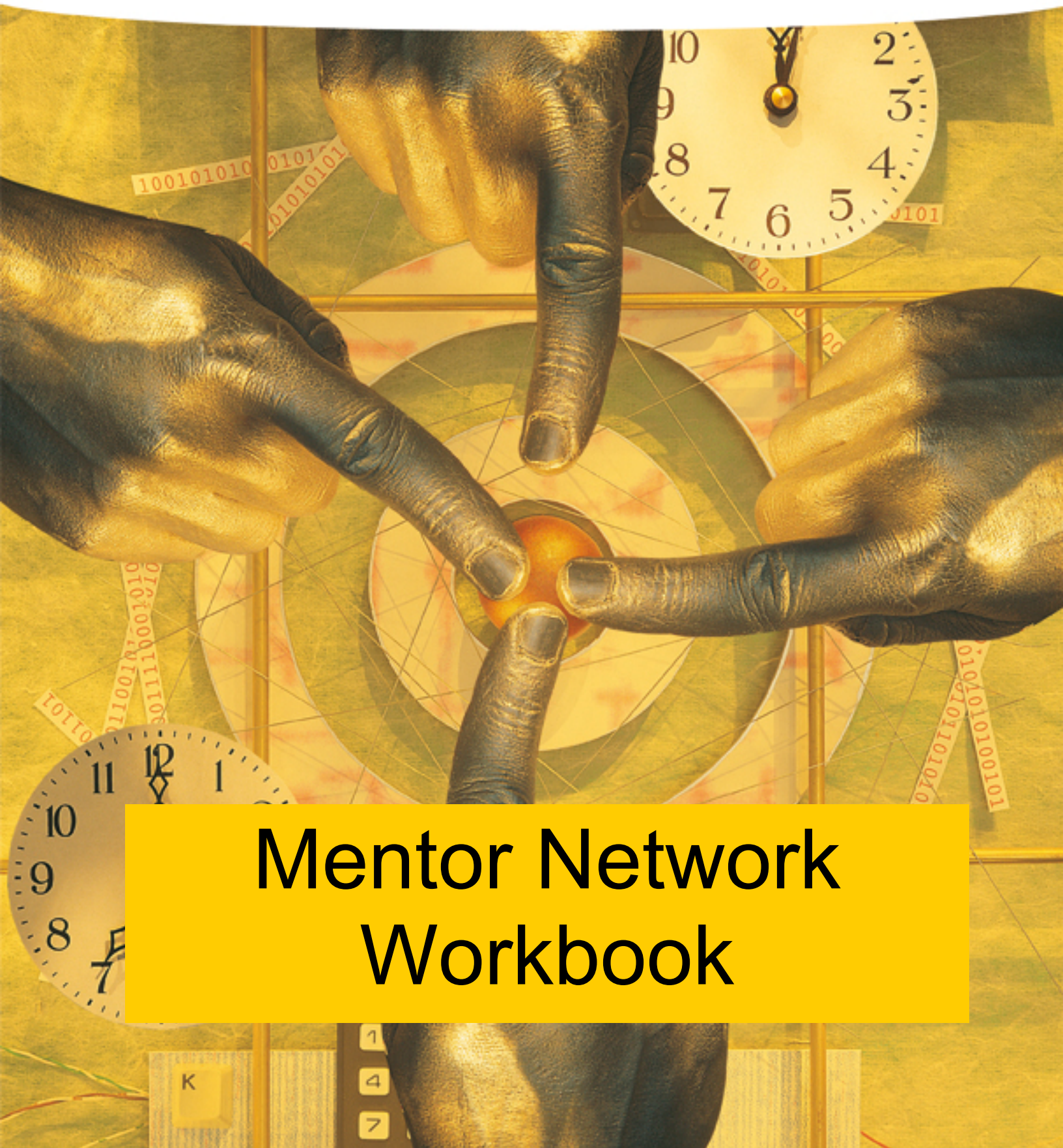




MIND TOOLS
Essential skills for an excellent career



Mentor Network Workbook

The Mentor Network Workbook

Helping you get the very most from the
Mind Tools Mentor Network

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Introduction

Welcome to the [Mind Tools Mentor Network](#), the mentoring program for members of the Career Excellence Club!

Within the Mentor Network, you'll find members with a common interest in mentoring, and a vast range of experience and support to share. Some network members are willing to mentor others, and others are interested in finding someone to mentor them. Still others are interested in peer-to-peer relationships. Everyone who joins the Mentor Network, whether as a would-be mentor or mentee, subscribes to our Mentor Network [Terms of Use](#) and is committed to achieving the mutual benefits of a supportive and fulfilling mentoring relationship.

Before you embark on this rewarding journey, we urge you to learn about more about mentoring. We also encourage you to plan what you want from mentoring and, just as importantly, what you have to offer your Mentoring Partner. You'll find this preparation is worthwhile, and it will lay the foundations for you to become a valued member of the Mentor Network, and get the very most from the Mentoring Partnerships that you build.

This workbook is designed to help you with this initial preparation, and also with the ongoing process of working with your Mentoring Partner. It provides worksheets to help you to make your initial preparations, and also to plan and conduct your mentoring relationship and each mentoring session. In addition to these worksheets, the workbook provides background information about mentoring, and links to other resources and facilities within the Mentor Network.

We wish you every success as a Mentor Partner, and we look forward to hearing how you get on in the [Mentor Network forum](#)!

Rachel and *Dianna*

Rachel Manktelow
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About Mentoring

So, what is mentoring? How do you become a great mentor? How do you find the right mentor? We've addressed these questions, and many more, in a series of articles on mentoring. A great place to start is our introductory article [Mentoring: A Mutually Beneficial Partnership](#).

From a mentor's perspective, mentoring is an important leadership skill, and many Mentoring Partners aim to build their leadership skills through their involvement in the Mentor Network. Read more about this in our article [Mentoring: An Essential Leadership Skill](#). If you are interested in finding someone to act as your mentor, read our article [Finding a Mentor](#). The article looks at how and where you might find a suitable mentor, and helps you assess whether the Mind Tools Mentor Network is a good choice for you.

- [Mentoring: A Mutually Beneficial Partnership](#) (An introduction to mentoring)
- [Finding a Mentor](#) (Mentoring from a mentee's perspective)
- [Mentoring: An Essential Leadership Skill](#) (Mentoring from a mentor's perspective)

How the Mentor Network Works

The Mentor Network helps members of the Career Excellence Club find suitable Mentoring Partners and build flourishing Mentoring Partnerships. As a member who is interested in mentoring other people, in finding someone to mentor you, or in finding a peer whom you can work with, you can register your details in the Mentor Network database.

Once registered, you can search the database for potential Mentoring Partners, and contact those people via the Club's Personal Messaging system. You can also make use of our Mentor Network resources and forum to help establish and develop your Mentoring Partnership.

We emphasize that the Mind Tools Mentoring Network is about creating mentoring partnerships between members: Whether you mentor others, or find someone who'll mentor you, both of you will benefit and grow through the partnership. Mentor Partners agree to follow our [terms of use](#) for the Mentor Network, and this includes being:

- Well prepared and considerate when calling on the time of other members.
- **Giving** as well as taking in any Mentor Partner relationships.
- Respecting other people's time, priorities and privacy.
- Taking seriously their commitments to their Mentor Partner.

We encourage you and your Mentoring Partner to share your mentoring objectives, hopes and expectations. And we ask you always to be supportive and considerate, and mindful of each other's aims throughout your partnership.

Becoming a Mentoring Partner

There are five steps to becoming a Mentor Partner using the Mind Tools Mentoring Network:

Step 1. Prepare

First, you'll need to do some preparation, to clarify what you want from your mentoring partnership – and what you have to offer.

Start with the Registration Preparation worksheet on page 8. Spend some time thinking about what you want from the mentoring process, what you have to offer as a mentor, what a mentor would get from mentoring you, and what you actually do in your current role. You'll put this information up in your Mentor Network record later on.

Your answers let potential mentoring partners find out a bit more about you, and help them assess whether your interests are likely to match. It's worth crafting your responses carefully.

Step 2. Register

When you're prepared, [register](#) your details in the [Mentor Network database](#). When you register, you'll provide details about your job and your experience, and some practical information about the country and time zone you're in, as well as inputting the information you worked on in Step 1.

You can [change](#) your registration details and mentoring status at any time. Change your status to **Busy Mentoring** when you've found a Mentoring Partner, or to **Not Mentoring Now**, if you want to withdraw (temporarily or permanently) from the Mentoring Network database.

Step 3. Search

Once your details are registered, you can [search](#) the Mentoring Network database for a potential Mentoring Partner. You'll see the registration details that other available members have entered. You'll be able to read about what they do, and what they want and offer to a Mentoring Partnership. You can browse the whole database, or search for people in a specific industry or profession.

The best Mentoring Partnerships help both partners achieve their objectives – keep this in mind when searching for a potential partner, and review their objectives carefully.

Step 4. Contact

When you find someone who might be a good fit, you can contact them using the Personal Message button in the search results. Give them a brief summary of your own aims and objectives, and why you think you might be a good fit.

Remember, there is no obligation for any member to enter into a Mentoring Partnership, so please be courteous and respectful of other people's wishes. If you are contacted by

someone who you don't want to partner with, please reply politely to say so. If it doesn't work out for whatever reason, please respect the other person and move on.

Step 5. Partner

Take time to discuss a potential partnership with your potential Mentoring Partner. Once you find someone you'd like to work with, and who'd like to work with you, work together on the Mentoring Charter template on page 9. This will help you establish the logistics of how and how often you'll be in touch, and also the scope of your Mentoring Partnership in terms of both partners' aims and objectives, and also the role/s that you will each take when acting as mentor.

Remember, most of us have very busy lives and careers, so be realistic and flexible about the mentoring support that you'll be able to give and receive.

When you have arranged a mentoring session with your Mentoring Partner, make a copy of the Mentoring Session worksheet on page 9, and use it to help you structure the session, and to keep records. You will need to make a fresh copy of the template for each session.

In addition to the Mentoring Charter and Mentoring Session worksheets in this workbook, the following articles offer useful frameworks to help you in a mentoring role:

- [The GROW Model](#) – Mentoring others to improve performance
- [Heron's Six Categories of Intervention](#) - Understanding how to help effectively

Any Questions?

If you have any questions about mentoring, or would like to share mentoring experiences, please join us in the [Mentoring forum](#).

Registration Preparation

Use this worksheet to craft the responses you will need when registering for the Career Excellence Club Mentor Network. Please think carefully about your objectives and what you have to offer. These details will help other members decide whether you'll be a good Mentoring Partner.

What do you want from the mentoring process?

What do you have to offer as a mentor?

What would your mentor gain from mentoring you?

Describe what you do.

Please give a full description of your job and role. Note, in database, you will also be asked to categorize your profession and industry.

When you have prepared your Registration Preparation Worksheet, you can register in the Mentor Network at <http://www.mindtools.com/community/mdb/>.

Mentoring Charter

Use this worksheet to plan how you'll work with a chosen Mentoring Partner. Discuss the various questions and prompts with the other person, and note the objectives and logistics you agree for your partnership.

Mentor Partners **and** **Charter date**

First mentoring session date

Time commitment (how often, how long)

Method of contact (e.g. personal message, Skype)

You	Your Mentoring Partner
What are the overall aims for this Mentoring Partnership?	
What are your specific objectives?	And what are your Mentoring Partner's?
In the role of Mentor, what do you offer your Mentoring Partner?	In the role of Mentor, what does your Mentoring Partner offer you?
What role will you play? (expert, sounding board, devil's advocate)	What role will s/he play? (expert, sounding board, devil's advocate)
How will each Mentor Partner feedback on the other person's mentoring?	

Mentoring Session Worksheet

Use this worksheet to plan and guide mentoring sessions.

Mentor Partners and **Session date**

	You	Your Mentoring Partner
What is the focus, and what are the objectives of this mentoring session?		
What actions have you taken, and what progress have you made since last session?		
What goals are you going to achieve and what actions are you going to take before the next session?		
How's it going? <i>ask each other at the end of the session</i>		

Moving On...

We hope you find that the Career Excellence Club Mentor Network helpful.

We work hard to develop and maintain this and our all our career development resources: If you have any suggestions on how we can improve this for the future, then please let us know at members.helpdesk@mindtools.com. If you have enjoyed the workbook and found it useful, please [let us know](#) too!

Best wishes, and enjoy using Mind Tools!



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